

# Student MY Access!

## How-To's

April 2012

# How-To...

- Get to the website
  - Click on the MY Access! School Edition shortcut on your desktop OR
  - Go to [www.myaccess.com](http://www.myaccess.com)
- Log in
  - Type in the username and password
    - The one given to you
    - On the right-hand side
  - Click Login!
- Check your name and school
  - Click YES, this information is CORRECT.... Or  
NO, this information is INCORRECT

Home Page

Assignments

MY Portfolio

Modify Account

**MyACCESS**  
SCHOOL EDITION

BECAUSE WRITING MATTERS

Message Center Assignments MY Portfolio

Welcome DemoX StudentXv! [Modify Account](#) [Log Out](#)

Hello DemoX StudentXv

Your average holistic score (3/1/04 - 6/24/07) is 3.0 on a scale ranging from one to six.  
You have submitted a total of 9 responses during the past week (from 6/17/07 to 6/24/07).

**Snapshot Report: MY Students' Writing Progress**

Overall Holistic Score (3/1/04 - 6/24/07): 3.0.  
Weekly volume (6/17/07 - 6/24/07): - Number of submissions: 0

Skill	Overall Progress			
Holistic (3.0)	<div><div></div></div>	below proficient	proficient	adv. proficient
Focus (2.0)	<div><div></div></div>	below proficient	proficient	adv. proficient
Development (4.7)	<div><div></div></div>	below proficient	proficient	adv. proficient
Organization (4.7)	<div><div></div></div>	below proficient	proficient	adv. proficient
Language Use (5.5)	<div><div></div></div>	below proficient	proficient	adv. proficient
Mechanics & Conventions (5.2)	<div><div></div></div>	below proficient	proficient	adv. proficient

Need Help? Read our [Understanding Data Guide](#)

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Internet 100%

Message Center

Snapshot Report

# Navigating the Home Page...

- Message Center on the right
  - Interact with teacher
- Assignments
  - Prompts to use
- MY Portfolio
  - All projects
- Snapshot Report
  - Your progress report
- Modify Account on top right
  - Please do not modify
- Log Out

# Start the Assessment

- Clipboard, paper and writing utensil provided
- Teacher will provide the prompt
- **10 minutes to prepare**
  - Brainstorm
  - Organize
  - Continue until time is called
- Click on Assignments
  - Then select the prompt your teacher has provided

# Begin writing

- Given 20 minutes for writing
- Additional 10 minutes for editing
- Click submit ONLY when you are completely finished!
  - Can only submit ONE TIME

# Turned Off...

- Pre-write tools
- MY Tutor
- MY Editor
- Reference
- Revision Plan
- Spell Check
- Thesaurus
- Word Count
- Links
- Readability in Student View

# Please DO NOT...

- Modify account
- Change any font, font size, style, etc.



# Please Do...

- Your best writing
- Use all the time wisely

# For Further Information...

- Watch the following how-to video
- [https://www.myaccess.com/myaccess/robodemo/teacher\\_level\\_student\\_view.jsp](https://www.myaccess.com/myaccess/robodemo/teacher_level_student_view.jsp)